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JUL 1 1 46 PM '96

July 1, 1996

Amy Suzanne Reynolds
Reports Analyst
Federal Election Commission
999 E Street NW
Washington, DC 20463

Identification Number: C00003418

RE: April Monthly Report (3/1/96-3/31/96)

Dear Amy:

Enclosed is our amended report. Schedule H4 of our report discloses several negative disbursements that are not voided checks. These disbursements are vendor credits for expenditures such as airfare, lodging, transportation, supplies, printing, list costs etc. When we disclose the credit we have been listing the type of disbursement, see page 14 of the amended report. American Express gave us a credit for air travel from Delta Airlines for \$482.00. We have programmed our report to list the original vendors for any credit card purchase as listed in this amended report.

I would just like to note that in order to provide you with the detailed description you request, if it was not for our programming and use of our computer generated forms, we would not be able to include all the information the FEC requests on the preprinted forms. You have advised that computerized schedules must adhere to standards set by the Commission to insure clear and prompt entry onto the public record. These standards, which include using portrait orientation with margins of 1/2 inch on forms would increase the amount of pages to our report considerable. By using the landscape format we are able to increase the field size for the information you require on schedule H4. By going to portrait orientation we would have to use smaller print. I feel it would be harder to read the report if we had to use smaller print. We have our programmers working on increasing the margins on the contribution portion of the reports, this should be finished in the near future.

We have amended our report to correct the fundraising events for February. The voided checks have been corrected. While I reviewed these voids, I found that errors were made in the disclosure on the original report. The voided check #71087 for Susan Kissler \$601.23 and check #71389 for the Ford Foundation \$35 was for administration cost not fundraising. Also, please note, when we report the voided checks to the correct events the percentages for the period two fundraising disbursement are different from period three. These adjustments have changed the amount allowed to transfer from the non-federal account. An additional \$1,307.93 will be transferred in June to adjust for this correction. Since these adjustments are reported on our amended report I feel we are within the allotted time period for this additional transfer from the non-federal account.